

12 Steps to Wellness

	WHO	WHAT
<input type="checkbox"/>	Food Service Director	Gather Resource Information Pertaining to Local Wellness Policy and Share with the School Administrator.
<input type="checkbox"/>	School Administrator	Identify a person to lead the development of a local wellness policy. (i.e. Teacher, School Nurse, Representative of SFA, Administrator, Parent, etc...)
<input type="checkbox"/>	Lead Person	<p>Meet with School Administrator to plan the process.</p> <ul style="list-style-type: none"> • Define the committee charge • Determine if a school committee can develop the policy or if a new committee needs to be formed. • If a new committee needs to be formed, <ul style="list-style-type: none"> – Identify committee members or groups to be represented – Determine the recruitment process <ul style="list-style-type: none"> + Who will recruit members + How will members be recruited (telephone, personal contact, letters, meeting announcements, local media) • Review <i>12 Steps to Wellness</i> (this document). • Identify the timeline for the development process and implementation. • Obtain the format for district policies. • Obtain current school policies that may be impacted by the local wellness policy and policies with a similar purpose.
<input type="checkbox"/>	Lead Person and/or School Administrator	Recruit Committee Members
<input type="checkbox"/>	Lead Person	<p>Plan and facilitate committee meetings, including:</p> <ul style="list-style-type: none"> • Setting up an orientation. • Preparing agendas for meetings. • Coordinating action plans with timelines (See <i>Action Plan Template</i>). • Providing resource information for committee members. • Leading the shared decision-making process to develop and implement the policy. • Identification of a person to measure the implementation of the local wellness policy.
<input type="checkbox"/>	Lead Person and/or School Administrator	Report progress to the school community through such venues as newsletters, reports at organizational meetings, local media, etc.
<input type="checkbox"/>	Lead Person and/or School Administrator	Present the completed policy to the Board of Education for approval.
<input type="checkbox"/>	Board of Education	Adopt the policy or return to committee for revision.
<input type="checkbox"/>	School Administrator and/or Board of Education	Communicate the policy to the school community.
<input type="checkbox"/>	Stakeholders	Implement the policy.
<input type="checkbox"/>	Designee	Evaluate the policy implementation.
<input type="checkbox"/>	Lead and Committee	Review and revise the policy.

